



STATE OF ALABAMA  
Department of Finance  
Office of the Director

State Capitol, Suite N-105  
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Telephone (334) 242-7160 Fax (334) 353-3300  
[www.finance.alabama.gov](http://www.finance.alabama.gov)



Robert Bentley  
Governor

Marquita F. Davis, Ph.D.  
Director of Finance

MEMORANDUM

TO: All State Agencies

FROM: Marquita F. Davis *Marquita F. Davis*  
Director of Finance

DATE: September 22, 2011

RE: New Vehicle Purchase Policy and Forms

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Effective October 1, 2011 (FY 12), state agencies wishing to purchase new vehicles must consider and consult with the Surplus Property Division of Alabama Department of Economic Development and Community Affairs (ADECA) prior to submitting a requisition for new vehicles to the Division of State Purchasing.

Vehicle requisitions submitted to State Purchasing must have the ADECA Surplus Property Vehicle Purchase Form attached to the requisition, as well as the vehicle justification form (REV 02/11). Both forms must be completed in full. The Surplus Property form must contain the same vehicles (quantity, etc.) as shown on the vehicle requisition.

Requisitions submitted to State Purchasing without the required forms or without the forms completed in full will be returned to the agency. If the Surplus Property Division has marked that they have located vehicles to meet the agency's needs, but the agency still chooses to pursue purchasing new vehicles, a letter of justification addressed to the Director of Finance must also be attached to the requisition.

I appreciate your assistance in implementing this necessary change in processes. If you need additional clarification, please contact the Department of Finance's Division of Purchasing at 334-242-7250.



STATE OF ALABAMA  
Department of Finance  
Division of Purchasing

100 North Union Street, Suite 192  
Montgomery, Alabama 36130-2620  
Telephone (334) 242-7250 Fax (334) 242-4419  
[www.purchasing.alabama.gov](http://www.purchasing.alabama.gov)




Robert Bentley  
Governor

Marquita F. Davis, Ph.D.  
Director of Finance

Michael A. Jones  
State Purchasing Director

**MEMORANDUM**

TO: All State Agencies

FROM: Michael Jones, State Purchasing Director 

DATE: September 28, 2011

RE: New Vehicle Purchase Policy and Forms

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Per the directive of the Finance Director, Dr. Marquita Davis, effective FY 12, all agencies must consult with the Surplus Property Division of ADECA prior to submitting a requisition for new vehicles to State Purchasing. Surplus property forms should be emailed to Surplus Property after agencies have completed the top section of the form. Surplus Property will complete the bottom section and return to the agency via email.

Vehicle requisitions submitted to State Purchasing must have the Surplus Property Form (REV 09/11) attached to the requisition, as well as the vehicle justification form (REV 02/11). Both forms must be completed in full. The Surplus Property form must contain the same vehicles (quantity, etc.) as shown on the vehicle requisition.

Requisitions submitted to State Purchasing without the required forms or without the forms completed in full will be returned to the agency. If the Surplus Property Division has marked that they have located vehicles to meet the agency's needs, but the agency still chooses to pursue purchasing new vehicles, a letter of justification addressed to Dr. Davis must also be attached to the requisition. Your cooperation is greatly appreciated.

If there are any questions regarding these forms or new policy, please contact Susan Jana at [susan.jana@purchasing.alabama.gov](mailto:susan.jana@purchasing.alabama.gov) or (334) 242-7173.

**ADECA SURPLUS PROPERTY VEHICLE PURCHASE FORM**

**TO BE COMPLETED BY AGENCY:**  
(ATTACH ADDITIONAL DOCUMENTATION, IF NEEDED)

\_\_\_\_\_  
AGENCY NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
CONTACT PERSON

\_\_\_\_\_  
FAX NUMBER

**VEHICLES SEARCHING FOR:**

\_\_\_\_\_  
EMAIL ADDRESS

QUANTITY

MAKE

MODEL

SPECIAL NOTES

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Return to: State of Alabama Surplus Property Attn: Burt Brownell  
4590 Mobile Highway  
Montgomery, Alabama 36108  
Email: burt.brownell@adeca.alabama.gov

Phone: (334) 284-0577  
Fax: (334) 286-4051

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**TO BE COMPLETED BY SURPLUS PROPERTY PERSONNEL:**  
(ATTACH ADDITIONAL DOCUMENTATION, IF NEEDED)

**SURPLUS PROPERTY IS UNABLE TO MEET THE AGENCY'S NEEDS AT THIS TIME:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**SURPLUS PROPERTY IS ABLE TO MEET THE AGENCY'S NEEDS:** \_\_\_\_\_

**PLEASE NOTE ANY DIFFERENCES BETWEEN THE AGENCY'S REQUEST AND VEHICLES  
LOCATED TO MEET THE AGENCY'S NEEDS:**

\_\_\_\_\_  
SURPLUS PROPERTY PERSONNEL SIGNATURE

# VEHICLE JUSTIFICATION FORM

(REVISED 02/01/11)

AGENCY: \_\_\_\_\_ REQUISITION #: \_\_\_\_\_

AGENCY #: \_\_\_\_\_ FUNDING ABILITY: \_\_\_\_\_

(general funds, federal funds, grant, etc.?)

CONTACT PERSON: \_\_\_\_\_ PHONE #: \_\_\_\_\_

☐ PURCHASE ☐ LEASE ☐ LEASE/PURCHASE

☐ REPLACEMENT VEHICLE ☐ FLEET ADDITION

IF REPLACEMENT VEHICLE, PROVIDE REASON FOR REPLACEMENT & PROPERTY #:

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IF FLEET ADDITION, PROVIDE EXPLANATION OF NEED FOR THIS VEHICLE:

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EXPLAIN WHY USING STATE MOTOR POOL WOULD NOT SATISFY THE AGENCY'S NEEDS:

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☐ AGENCY FLEET

☐ PERMANENT ASSIGNMENT

EMPLOYEE NAME (IF PERMANENT ASSIGNMENT): \_\_\_\_\_

CLASSIFICATION (IF PERMANENT ASSIGNMENT): \_\_\_\_\_

HOURS USED PER WEEK: \_\_\_\_\_

MILEAGE USED PER WEEK: \_\_\_\_\_

MONTH(S) PER YEAR USED: \_\_\_\_\_

JUSTIFICATION FOR OPTIONS FOR VEHICLE:

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\* ATTACH ANY ADDITIONAL DOCUMENTATION NECESSARY (I.E. IF LEASE OR LEASE PURCHASE, WHY LEASE OR LEASE/ PURCHASE CHOSEN OVER PURCHASE?)